Instructions

- **Event: 4 team high school basketball tournament hosted at Erskine College on Saturday, December 3rd**
- Write a brief event rundown schedule including date and time for each of the following:
  - Locker room assignment/set up
  - Branding/signage installed
  - Audio/video equipment set up
  - Staffing arrival
  - Team arrivals
  - Game start times
  - Break down/clean up
- Write a brief risk management statement for the event.
  - Identify 2 possible risks that could be encountered by the event
  Why did you choose these risks?
  - Describe signage that would need to be posted for spectator entrances, seating areas, crowd control, and emergency situations.
  - Include number of security and medical personnel that will be on site
  How did you decide on this number?
  - Include policies on bags allowed as well as other banned items/substances
- Write a brief post-event press release that talks about the success of the event and start promotion for next years tournament.
  - Make sure to use formal language and grammar in the release.